

District Assembly Positions

General Guidelines

All candidates for elected District Assembly positions are expected to:

1. Be a member of District 12/NHAA Area 43. A member of District 12 is considered a member of Alcoholics Anonymous and lives within District 12/NHAA Area 43, or who regularly attends a home group located in District 12.
2. Appear in person or by web conference before the District Assembly.
3. Be nominated by an A.A. member of District 12 or stand in nomination by volunteering.
4. Qualify before the District Assembly for the position they intend to serve.
5. Be absolutely prepared to actively serve throughout the full, two-year (2) term of office.
6. Have read and fully understand the guidelines for the position they are seeking.
7. Familiarize themselves with the A.A. Service Manual, District 12 Service Manual and the Guidelines for Participation in the District Assembly.
8. Be responsible for tracking their committees' budget and providing proof of expenditures, which is submitted to the Treasurer for reimbursement. Each elected position is given a yearly budget (see # 9 below). If more funds are needed a request to the Assembly must be submitted.
9. Must submit an annual written budget request to the District Finance Committee for the annual budget process for committees that require funding for service activities.
10. Appoint an Assistant Chairman. This is strongly recommended by the District Assembly that each District Standing Committee Chairman appoint an Assistant Chairman.
11. Be responsible for the assigned email address for their district position and respond promptly to all emails.
12. Be responsible for maintaining all pertinent documents in their assigned Google Drive.
13. Submit in writing to the Chairman of the Assembly (Alternate DCM), if a member must step down from their position prior to the end of their term. The Assembly asks that their resignation be given in writing.
14. Attend the monthly District Assembly meetings. If an elected District Assembly member misses three consecutive District Assembly meetings without contact to a District officer, it will be assumed you have stepped down from the position.

District Committee Member (DCM)

Description: The DCM is the primary channel between the District and the Area. The DCM also oversees all District activities.

Responsibilities:

- Holds monthly Assembly Meetings with all G.S.R.s, Committee Chairmen, Officers and any A.A. members interested in the District.
- Reports District status at monthly Area Meetings as well as report back on Area activities.
- Remains in regular contact with LCMs and Committee Chairs on their functions and activities.
- Makes regular practice of attending group meetings to discuss the responsibilities of general service work.
- Informs G.S.R.s and others about District 12 activities.
- Acquaints G.S.R.s with the A.A. Service Manual as well as the District 12 Service Manual.
- Promotes an atmosphere of cooperation, patience, tolerance, inclusiveness and courtesy in all District affairs.
- Provides verbal monthly reports as well as monthly written reports.

Suggested Qualifications:

- 5 years of continuous sobriety
- Strong background of A.A.'s Structure, Twelve Traditions, Twelve Concepts and Service Structure
- Knowledge of Word, Google Groups and Google Drive is strongly encouraged

Expected to Attend:

- Monthly District Assembly Meeting
- Monthly Area Meeting and Area Assembly Meetings
- LCM Committee Meeting
- District Services Committee
- District Functions, Workshops & Forums and Alcathon
- NERAASA
- Area 43 Convention
- Additional committee meetings as required

Alternate DCM

Description: Chairs the monthly District Assembly meetings and fills in for the DCM when necessary.

Responsibilities:

- Chairs the District Assembly meetings. (See *Parliamentary Authority* pages 11-14)
- Serves as the DCM's Alternate.
- Sets and distributes (including hard copies of) the agenda for the District Assembly meetings.
- Provides written monthly reports to the District Assembly.

Suggested Qualifications:

- 5 years of continuous sobriety
- Ability to smoothly conduct business meetings using Robert's Rules of Order
- Strong background of A.A.'s Structure, Twelve Traditions, Twelve Concepts and Service Structure

Expected to Attend:

- Monthly District Assembly Meeting
- District Services Committee Meeting
- LCM Committee Meeting
- District Functions, Workshops & Forums and Alcathon
- Occasional Area 43 Monthly Meetings and/or monthly Assemblies

Other Pertinent Information:

- [The DCM pamphlet](#) (F-12)
- [The A.A. Service Manual combined with Twelve Concepts for World Service - by Bill W.](#) - Chapter 2, Page 13-17 (BM-31)

Treasurer

Description: Maintains and reports on District 12 finances and chairs the Finance Committee.

Responsibilities:

- Maintains financial records using Quickbooks and Excel or Google Sheets.
- Provides a monthly financial report.
- Files IRS Form 990-N.
- Holds the District Post Office Box key.
- Supervises the Assistant Treasurer.
- Appoints a Property Chair.
- Maintains a relationship with the District 12 insurance company.
- The District provides a Chromebook to be used for this position and it is their responsibility to care for it and will pass it along to the next Treasurer.

Suggested Qualifications:

- 5 years of continuous sobriety
- Familiarity with accounting and bookkeeping practices
- Computer skills, particularly Quicken/Quickbooks, Excel, Word, Google Docs and Google Sheets

Expected to Attend:

- Monthly District Assembly Meeting
- District Services Committee Meeting
- Holds monthly Finance Committee Meeting

Committee Members:

- See *Finance Committee By-Laws*

Other Pertinent Information:

- [A.A. Group Treasurer pamphlet](#) (F-96)
- [A.A. Guidelines on Finance](#) (MG-15)
- [Self-Support: Where Money and Spirituality Mix pamphlet](#) (F-3)

Property

Description: Appointed by the District Treasurer to oversee and organize our property relations and our storage facility.

Responsibilities:

- Maintains District 12 storage facility, including tracking of who has possession of the keys.
- Schedules and books meetings/events for the District as needed.
- Maintains a relationship with and keeps up to date with all District 12 properties, making sure rental payments are made in a timely manner.
- Maintains a relationship with the District 12 insurance company.

Suggested Qualifications:

- 3 years of continuous sobriety
- Have reliable transportation
- Good communication skills

Expected to Attend:

- Monthly District Assembly Meeting
- Monthly Finance Committee Meeting
- Open and close halls as necessary
- At least one meeting and every event for properties which District Property Chair is involved

Other Pertinent Information:

- Non - Voting

Assistant Treasurer

Description: Responsible for the Functions, Workshops & Forums, and Alcathon financial records under supervision of the Treasurer.

Responsibilities:

- Maintains and reports finances for Functions, Workshops & Forums, and Alcathon.
- Holds and maintains the electronic items: Tablet and Square.
- Oversees financial transactions at events.
- Works closely with Committee Chairmen and provides financial guidance.
- Provides a written financial report and summary after each District event.

Suggested Qualifications:

- 3 years of continuous sobriety
- Time and ability to attend numerous events
- Experience with management of finances
- Good computer skills

Expected to Attend:

- Monthly District Assembly Meeting
- Monthly Finance Committee Meeting
- Functions, Workshops & Forums and Alcathon Committee Meetings

Committee Members:

- See *Finance Committee By-Laws*

Other Pertinent Information:

- [The A.A. Group Treasurer](#) (F-96)
- [A.A. Guidelines on Finance](#) (MG-15)
- [Self-Support: Where Money and Spirituality Mix](#) (F-3)

Secretary

Description: Records the Monthly Assembly Minutes for the District.

Responsibilities:

- Takes detailed Minutes of the Monthly Assembly and sends them out through the District Google Group in a timely manner.
- Provides the Minutes each month by email and in hard copy at the Assembly.
- Assists in formalizing Motions made on the District floor.
- Adds new member emails to the District 12 Google Group.
(nhaaD12Assembly@googlegroups.com)
- Saves all pertinent documents onto the Secretary's Google Drive.
- The District provides a Chromebook to be used for this position and it is their responsibility to care for it and will pass it along to the next Secretary.

Suggested Qualifications:

- 3 years of continuous sobriety
- Knowledge of Word, Google Groups, Google Docs and Google Drive is strongly encouraged

Expected to Attend:

- Monthly District Assembly Meeting
- District Services Committee Meeting

Local Committee Member (LCM)

Description: Information channel between District 12 groups and the DCM, under oversight and guidance of the DCM.

Responsibilities:

- Four (4) LCMs are elected by the Assembly and are District Officers.
- Each LCM is responsible for interaction with their specific groups which are maintained by the LCM Chair who is elected by fellow LCMs.
- LCM Chair should pass information on to the Registrar.
- Provides information related to difficulties/concerns individual groups express related to A.A. Guidelines, Traditions and Concepts.
- Provides written monthly reports to the District Assembly.

Suggested Qualifications:

- 3 years of continuous sobriety
- Strong background of A.A.'s Structure, Twelve Traditions, Twelve Concepts and Service Structure
- Good communication skills

Expected to Attend:

- Monthly District Assembly Meeting
- District Services Committee Meeting
- Holds Monthly LCM Committee Meeting

Committee Members:

- 4 LCMs
- DCM
- Alternate DCM

Registrar

Description: Reviews all information on the Area 43 website (www.NHAA.net) as it relates to District 12 groups. Maintains an updated list of all District groups, Officers, Committee Chairmen and G.S.R./Alt G.S.R. information. Responsible for updating, printing and distributing the District 12 meeting list.

Responsibilities:

- Maintains and updates all group information for the District 12 meeting list.
- Passes all updated information along to the Area Registrar (done on the area website).
- Keeps track of all District Officers, Committee Chairs and G.S.R.s for the District as well as the Area (Area sends all info along to GSO)
- Updates the District meeting list and is responsible for the printing of the meeting list, which should be done monthly.
- Provides all new G.S.R.s with the GSO packet (if available) and introduces them to the LCMs.
- The District provides a Chromebook to be used for this position and it is their responsibility to care for it and will pass it along to the next Registrar.

Suggested Qualifications:

- 3 years of continuous sobriety
- Knowledge of Word, Excel, Google Docs, Google Sheets and Google Slides
- Ability to navigate websites and data entry

Expected to Attend:

- Monthly District Assembly Meeting
- District Services Committee Meeting

Other Pertinent Information:

- [GSO Group Information Change Form](#) (F-28)
- Area fellowship database

Alcathon

Description: Carries out the annual District 12 Christmas Alcathon.

Responsibilities:

- Coordinates and manages the 24-hour event – 6:00 pm Christmas Eve to 6:00pm Christmas Day.
- Works with Property Chair to rent a location.
- Works with the Assistant Treasurer for all purchases and payments.
- Works with Publishing for flyers (optional).
- Alcathon has a separate bank account that is managed by the Assistant Treasurer with a maximum balance of \$2,500.00.
- Helps facilitate the time slot drawing at the November District meeting and passes this information along to the Technology Chair or Webmaster to be posted on the District Website.
- Following the November time slot drawings, if there are not enough groups to fill all time slots, the Alcathon Chair has the authority to fill open times with sober volunteers or other A.A. groups.
- Raffle: Runs the duration of the event.
- Food: Main dinner items, breakfast items, beverages (coffee, water, soda, etc) – coordinates individual and group donations of food to supplement the meals and snacks.
- Organizes garbage removal or coordinates with the Property Chair to pay an extra \$50.00 to use the venue's dumpster.
- Starts prepping food, cleaning and setting up the Alcathon on December 23rd.

Suggested Qualifications:

- 3 years of continuous sobriety

Expected to Attend:

- Monthly District Assembly Meeting
- Holds Monthly Alcathon Committee Meeting starting in July or August (more can be held if the Chair chooses)

Committee Members:

- Sub-committees: Assistant Chair, Raffle, Food, Entertainment, Santa, Rentals, Set Up, Clean Up, Transportation
- 20-40 other A.A. members to assist throughout the scope of the entire event
- Assistant Treasurer
- Alt DCM

Corrections

Description: Oversees, organizes and coordinates bringing meetings and literature into correctional facilities.

Responsibilities:

- Corresponds with contact personnel for correctional facilities.
- Remains in contact with the Area Corrections Chair.
- Recruits District members to attend and facilitate meetings.
- Keeps a working schedule of A.A. meetings going into Hillsborough County Dept of Corrections (HCDOC).
- Dispenses literature to HCDOC as needed.
- Collaborates with the Treatment Chair for Bridging the Gap.
- Educates correctional facilities on the A.A. Pen Pal system.
- Provides written monthly reports to the District Assembly.

Suggested Qualifications:

- 3 years of continuous sobriety
- Strong background of A.A.'s Structure, Twelve Traditions, Twelve Concepts and Service Structure
- Good communication skills

Expected to Attend:

- Monthly District Assembly Meeting
- Area 43 Corrections Meeting (at the discretion of the Area 43 Corrections Chair)
- Holds Monthly Corrections Committee Meeting

Committee Members:

- Any A.A. members, as many as the Chair chooses

Other Pertinent Information:

- [A.A. Guidelines on Corrections Committees](#) (MG-06)
- [Carrying the Message Into Correctional Facilities](#) (F-5)
- [A Message to Correctional Facilities Administrators](#) (P-20)
- [AA in Correctional Facilities](#) (P-26)
- [Bridging the GAP -- Becoming a temporary contact between treatment and A.A.](#) (P-49)
- [Corrections Kit](#) (M-45)

District Services

Description: The ways and means committee for District 12 operations and preserves the Service Manual.

Responsibilities:

- “Ways and means” of District 12, which is to handle operations of the Assembly.
- Maintains the District 12 Service Manual, including revisions and updates.
- The Committee will be requested to explore proposals or resolutions to specific problems, under the directive of the Assembly.
- Provides written monthly reports to the District Assembly.

Suggested Qualifications:

- 3 years of continuous sobriety
- Strong background of A.A.’s Structure, Twelve Traditions, Twelve Concepts and Service Structure

Expected to Attend:

- Monthly District Assembly Meeting
- Monthly committee meeting

Committee Members:

- DCM
- Alt DCM
- Treasurer
- Secretary
- Registrar
- LCMs
- Two or more G.S.R.s
- Any other A.A. members
- Subcommittee Chairman for Revisions Committee

Functions

Description: Promotes an atmosphere of fellowship within the A.A. community and serves as a fundraiser for the District.

Responsibilities:

- Puts on District events to promote social activities and fun in sobriety.
- Recommended annual events: Spring Fling, Summer Outing, Fall Dinner Dance and New Year's Eve.
- Other events: At the discretion of the Chair.
- Forms a committee of other A.A. members to assist in the planning and execution of the various District events.
- Works with the Assistant Treasurer for all purchases and payments.
- Functions has a separate bank account that is managed by the Assistant Treasurer, with a balance of \$2,500.00.
- Collaborates with the Property Chair to rent venues and usage of the District 12 storage unit.
- Collaborates with the Publishing Chair to coordinate flyers and event tickets (optional).
- Collaborates with the DCM if the District is hosting a monthly Area Assembly.
- Provides written reports on each event to the District Assembly.

Suggested Qualifications:

- 3 years of continuous sobriety
- Ability to multitask and coordinate people and tasks

Expected to Attend:

- Monthly District Assembly Meeting
- Holds planning meeting for each event
- All functions events held

Committee Members:

- 10-25 A.A. members to help plan and execute the event
- Assistant Treasurer
- Property
- DCM

Grapevine and Literature

Description: Displays and sells A.A. Grapevine as well as other A.A. approved literature

Responsibilities:

- Sets up a display table at various District 12 Events.
- Conducts regular trips to the Area 43 Service Office to replenish inventory.
- Maintains list of new literature offerings.
- Provides written monthly reports to the District Assembly.

Suggested Qualifications:

- 3 years of continuous sobriety
- Working knowledge of the Twelve Traditions

Expected to Attend:

- Monthly District Assembly Meeting
 - District Functions, Workshops & Forums and other events when requested
-

Helpline

Description: Ensures the smooth operation of the Area 43 A.A. Helpline in District 12.

Responsibilities:

- Collaborates with the Area Helpline Chair to maintain the state-wide volunteer list and be informed about how the TeleDirect answering service works.
- Confirms that all 12-step calls originating in District 12 are answered in a timely manner.
- Informs District 12 members about the relevance of the Helpline, qualifications to volunteer, how to sign up and safely respond to Helpline callers.
- Provide monthly written report to the District Assembly.

Suggested Qualifications:

- 3 years of continuous sobriety
- Knowledge of Word, Excel, Google Groups, Google Docs, Google Drive
- Working knowledge of the Twelve Traditions

Expected to Attend:

- Monthly District Assembly Meeting
- Area 43 Monthly Helpline Committee Meeting

Public Information and Cooperation with Professional Community (PI/CPC)

Description: Liaison or contact person between District 12 and multiple outside agencies.

Responsibilities:

- Distributes information to them that explains what A.A. IS and ISN'T, cooperation without affiliation.
- Communicates with or assists: Schools, Lawyers, Judges, Hospitals, Libraries, Doctors, Churches, Police, Newspapers, Radio, Television, Recovery Centers and others.
- Chair can approach or wait to receive requests for information.
- Puts together a group of District volunteers to speak at various events (if requested).
- Keeps in regular contact with Area 43 PI/CPC Chair.
- Provides written monthly reports to the District Assembly.

Suggested Qualifications:

- 3 years of continuous sobriety
- Strong background of the A.A. Structure, Twelve Traditions, Twelve Concepts and Service Structure
- Good communication skills

Expected to Attend:

- Monthly District Assembly Meeting
- Area 43 PI/CPC Meeting (at the discretion of Area 43 PI/CPC Chair)
- Holds Monthly PI/CPC Committee Meeting

Committee Members:

- Any A.A. members, as many as the Chair chooses

Other Pertinent Information:

- [A.A. Guidelines on Public Information](#)
- [Public Information Kit](#) (M-27)
- [Cooperation with Professional Community](#)
- [C.P.C. Kit](#) (M-41)

Publishing

Description: Involved in the process of creating, publication, printing and distribution of District printed materials.

Responsibilities:

- Creates flyers for committees (any printing costs are paid by the requesting committee).
- Creates any other type of documents on behalf of District 12 when requested.
- Collaborates with Technology to ensure new flyers are on the District website.
- Submits drafts to appropriate persons for approval of design, format and content for approval.
- Maintains all records of published materials in the Google Drive for future reference.
- Collaborates with the Functions, Workshops & Forums and Alcathon Chairs to assist with event flyers (if needed).
- Provides written monthly reports to the District Assembly.

Suggested Qualifications:

- 3 years of continuous sobriety
- Knowledge of computers and digital designing
- Strong background of Twelve Traditions and Twelve Concepts

Expected to Attend:

- Monthly District Assembly Meeting

Records and Archives

Description: Document and store all materials pertinent to District 12, past and present.

Responsibilities:

- Tracks the history of District 12.
- Maintains the R&A items that are stored in the District 12 storage unit.
- Transfers all possible material to digital form for cloud storage.
- Holds and maintains the electronic item, document scanner.
- Collaborates with the Area Archivist.
- Provides written monthly reports to the District Assembly.

Suggested Qualifications:

- 3 years of continuous sobriety
- Knowledge of Word, Google Groups, Google Docs, Google Drive and scanner equipment is strongly encouraged

Expected to Attend:

- Monthly District Assembly Meeting
-

Search

Description: Actively reaches out to A.A. members to fill open District 12 positions.

Responsibilities:

- Informs A.A. members in positions within the District.
- Provides written monthly reports to the District Assembly.

Suggested Qualifications:

- 3 years of continuous sobriety
- Good communication and interpersonal skills
Strong background of A.A.'s Structure, Twelve Traditions, and Twelve Concepts

Expected to Attend:

- Monthly District Assembly Meeting

Technology

Description: Manages and maintains District 12 hardware and software.

Responsibilities:

- Manages District email account, website and other software functions.
- Manages District hardware including any audio-visual equipment, Chromebook, etc.
- Transports AV equipment from storage to destination and returns equipment after.
- Assists other committees in their technology needs.
- Appoints a Webmaster.
- Provides written monthly reports to the District Assembly.

Suggested Qualifications:

- 3 years of continuous sobriety
- Technological aptitude and experience

Expected to Attend:

- Monthly District Assembly Meeting
- Holds Monthly Technology Committee Meeting

Other Pertinent Information:

- [A.A. Guidelines on Internet | Alcoholics Anonymous](#) (MG-18)
-

Webmaster

Description: Manages the District website

Responsibilities:

- Appointed by the Technology Chair.
- Maintains and improves the District website.
- Collaborates with other committees on announcements, web forms, etc.
- Member of the Technology Committee.

Suggested Qualifications:

- Good computer skills
- Website experience, preferably Wordpress

Expected to Attend:

- Monthly District Assembly Meeting
- Monthly Technology Committee Meeting

Other Pertinent Information:

- Non-Voting

Treatment

Description: Ensure that the message of A.A. is carried to treatment and related facilities in District 12.

Responsibilities:

- Collaborates with directors or managers of treatment and related facilities to determine needs (commitments, literature, Bridging the Gap information, etc.)
- Supplies meeting lists and A.A. literature to facilities and IOP's as needed.
- Keeps a schedule of District 12 commitments to facilities and ensures they are met.
- Recruits groups to fill gaps in commitment schedule.
- Provides written monthly reports to the District Assembly.

Suggested Qualifications:

- 3 years of continuous sobriety
- Strong background of A.A.'s Structure, Twelve Traditions, and Twelve Concepts
- Good communication skills

Expected to Attend:

- Monthly District Assembly Meeting
- Area 43 Treatment Meeting (at the discretion of the Area 43 Treatment Chair)
- Holds a Monthly Treatment Committee Meeting

Voice Within Newsletter

Description: Creates and publishes the District 12 Newsletter “The Voice Within”.

Responsibilities:

- Creates and distributes the Newsletter to the District Assembly, suggested bimonthly (6 issues a year).
- Saves all pertinent documents and publications onto the Newsletter’s Google Drive.
- Uses submitted works from District members, the A.A. Grapevine, AA.org.
- Provides written monthly reports to the District Assembly.

Suggested Qualifications:

- 3 years of continuous sobriety
- Knowledge of Word, Google Groups, Google Docs, and Google Drive is strongly encouraged
- Working knowledge of the Twelve Traditions and Twelve Concepts

Expected to Attend:

- Monthly District Assembly Meeting

Workshops & Forums

Description: Produces workshops and other A.A. educational events in District 12.

Responsibilities:

- Holds various events for the District that are informative and fun.
- Collaborates with the Property Chair to rent various locations, ensuring not to schedule an event which would conflict with other groups, Districts and/or Area events.
- Saves all pertinent documents and publications onto the Workshops & Forums Google Drive.
- Provides written monthly reports to the District Assembly.

Suggested Qualifications:

- 3 years of continuous sobriety
- Knowledge of Word, Google Groups, Google Docs, and Google Drive is strongly encouraged
- Working knowledge of the Twelve Traditions and Twelve Concepts

Expected to Attend:

- Monthly District Assembly Meeting

Committee Members:

- Any A.A. Members, as many as the Chair chooses
-

Coffee Maker

Description: Makes coffee for the monthly District Assembly meetings - One of the most important positions in our Assembly!

Responsibilities:

- Opens the District meeting hall (has the responsibility of holding the hall key).
- Sets up coffee and supplies and breaks them down after the meeting ends.
- Keeps inventory of supplies, replenishes supplies, and purchases cake for meetings.

Suggested Qualifications:

- 6 months of continuous sobriety

Expected to Attend:

- Monthly District Assembly Meeting

Area 43 Young People Committee Liaison:

Description: Support for Young People of A.A. groups in District 12 and an information channel between District 12 YP groups, District 12 Assembly, and Area 43 YP Committee.

Responsibilities:

- Collaborates with the Area 43 Young People Committee Chair
- Responsible for interaction with District 12 Young People groups
- Acts as a channel of information between Young People groups, District 12 Assembly, and Area 43 Young People Committee
- Participates in outreach and events designed to express the importance of service to Young People in Area 43 and increase participation at the District and Area levels

Suggested Qualifications:

- 3 years of continuous sobriety
- Experience in YP Service
- Strong background of A.A.'s Structure, Twelve Traditions, Twelve Concepts, and Service Structure
- Good communication skills

Expected to Attend:

- Monthly District 12 Assembly Meeting
- Monthly Area 43 YP Committee Meeting - Currently held on the second Tuesday of every month at the Area 43 Service Office from 7 pm - 8 pm at 1330 Hooksett Road, Hooksett, NH 03106, Phone: (603) 622-6967
- Area 43 YP Committee Events/Service Workshops where possible

Reference:

[Young People in A.A.](#) (P-4)

Ad Hoc Committees

District 12 utilizes Ad Hoc or Special Committees that are voted in by the Assembly. These are temporary and used to address a specific issue that does not fall under the assignment of an existing standing committee.